

INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY INFORMATION RELEASE FORM FOR NO FEE REQUIRED AGENCIES

Use the form DHR-CHC-2174 to request all criminal background checks on individuals.

No fee is required for those persons exempt by DHR or for contract providers.

Do Not submit these instructions to DHR/OCHC

www.dhr.alabama.gov

SECTION 1.

Last Name, First Name, Middle Name and any other names you use, meaning maiden name, surname, or alias name, Address, City, State, Zip Code on which the criminal history check is to be conducted.

Date of Birth (MM/DD/YYYY), Social Security Number, Race, and Sex on the person the criminal history check is to be conducted.

Use these codes for race:

(A) - Asian - includes Pacific Islander, Chinese, Japanese, Polynesian, Korean and Vietnamese.

(B) - Black - not Hispanic.

(H) - Hispanic - includes Mexican, Latin, Puerto Rican, Cuban, Central/south American and other Spanish culture or origin.

(I) - American Indian - includes Alaskan native and Eskimo.

(O) - Other - includes numeric abbreviated phrases (i.e., 1,2,3 etc.), "C", "Unk" and all other phrases not listed.

(W) - White - includes Caucasian.

SECTION 1.A.

Mark the line that best describes the activity for which you are applying that requires a criminal history information check.

SECTION 1.B.

Affidavit must be signed by applicant in order for criminal history check to be processed. The signature must be notarized or witnessed by two individuals.

SECTION 2.

Name and complete mailing address of requesting agency/facility

(*) Required Information

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INFORMATION RELEASE FORM FOR FEE REQUIRED AGENCIES**

Use form DHR-CHC-2174 to request all criminal background checks on individuals.

Make payments by: Certified Check, Money Order or Business Check in the amount of
\$44.25 per individual

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